



MEMORANDUM

TO: State Party Chairs
State Party Executive Directors

FROM: Lorraine Miller and James Roosevelt, Jr.
Co-Chairs, Rules and Bylaws Committee

SUBJECT: Delegate Selection Materials for the 2016 Democratic National Convention

DATE: December 15, 2014

Enclosed are materials pertaining to the delegate selection process for the 2016 Democratic National Convention. Pursuant to the Party's Rules, the DNC Rules and Bylaws Committee (RBC) is providing these materials to each State and Territorial Democratic Party (State Party) to use as it writes its 2016 Delegate Selection Plan.

Materials Included

- *2016 Delegate Selection Rules* -- The *Rules* govern our Party's presidential nominating process.
- *Call for the 2016 Democratic National Convention* -- The *Call* includes information about the allocation of delegates, alternates, standing committee members, and pages.
- *Regulations of the Rules and Bylaws Committee* -- The *Regs* provide guidance to the RBC and State Parties about the *Rules*, the *Call*, and other matters pertaining to the delegate selection process.
- *Model Delegate Selection Plan* -- The *Model Plan* is a tool a State Party can use as it prepares its Delegate Selection Plan. A State Party is not required to use the Model Plan or follow its format -- although many State Parties find the template very helpful. A Word version of the *Model Plan* may be requested from the DNC's Office of Party Affairs and Delegate Selection (see contact information below).
- *Checklist for State Delegate Selection Plans* -- The *Checklist* is another tool a State Party can use to help ensure its proposed Delegate Selection Plan contains all of the information that the Party Affairs and Delegate Selection (PADS) staff will look for as it reviews the state's Plan for the Rules and Bylaws Committee.

Timetable

Although the National Convention seems like a long time from now, the Rules are very specific about the time frame that must be followed for drafting, approving, and implementing a State's Delegate Selection Plan (see chart below).

- 2015 -

- State Party Affirmative Action Committee appointed not later than 3/2/15
- Deadline to submit names of State Affirmative Action Committee to RBC..... 15 days after appt
- Public Comment period on State Delegate Selection Plan..... (30 days prior to adoption)
- **State Party Delegate Selection & Affirmative Action Plan due to RBC..... 5/4/15**
- Rules & Bylaws Committee acts on all State Plans not later than 9/15/15
- All State Affirmative Action Plans go into effect not later than 9/15/15

As shown above, each State Party must submit its 2016 Delegate Selection Plan to the RBC not later than **Monday, May 4, 2015**. Before the Plan is submitted to the RBC, it must be approved by the State Party **following a 30-day public comment period**. Also note that the State Party Affirmative Action Committees must be appointed by **March 2, 2015**, with the list of members submitted to the Rules and Bylaws Committee **not later than 15 days after their appointment**. If a State Party is unable to comply with these timing requirements, please contact the PADS staff as soon as possible.

Assistance from PADS Staff

The staff of the Office of Party Affairs and Delegate Selection is available as a resource to assist and advise State Parties with the delegate selection process. Please contact the staff with any questions that arise in conjunction with drafting the state's Delegate Selection Plan or implementing the delegate selection procedures. To contact the staff, please call or email Patrice Taylor at 202-863-8046 or at taylorp@dnc.org, or Alecia Dyer at 202-863-8055 or at dyera@dnc.org. Emails may also be sent to partyaffairs@dnc.org.

A State Party may send its draft Delegate Selection Plan to the PADS staff for a preliminary review prior its approval by the State Committee. While this will be only a quick overview, it may be helpful in addressing potential issues before the Plan is finalized and presented to the State Committee for adoption.

Delegate Selection Workshop

Because there are always questions about the Delegate Selection Process and State Plans, the PADS staff will conduct a Delegate Selection Workshop at the DNC winter meeting in February 2015. Be sure to check the meeting schedule from the DNC Secretary's Office for more information about the workshop.

We look forward to working closely with each State Party throughout the upcoming 2016 Delegate Selection process. If we can be of any assistance to you, please contact us directly or feel free to contact the staff in the Office of Party Affairs and Delegate Selection.

Best wishes for a happy holiday season!

Enclosures



MEMORANDUM

TO: State Party Chairs
State Party Executive Directors

FROM: Party Affairs and Delegate Selection (PADS) Staff

SUBJECT: Key Changes to the *2016 Delegate Selection Rules* and *Call for the 2016 Convention*

DATE: December 15, 2014

Every four years, the Rules and Bylaws Committee (RBC) conducts an extensive review of our Party's Delegate Selection Process. As part of its review, the RBC recommended some minor changes to the rules that were subsequently approved by the full DNC and to further help ensure our 2016 nomination process is the most efficient and effective process possible. The key changes to the *2016 Delegate Selection Rules* and the *Call for the 2016 Democratic National Convention* are outlined below.

Delegate & Alternate Allocation

The number of base delegates for the 2016 National Convention will be 3,200. This represents a reduction in the number of delegates allocated for the 2012 cycle, but continues to be an increase over the 3,000 base used prior to 2012.

Inclusion Programs

In 2008, the RBC and the DNC established an Inclusion Rule (Rule 7) to further open our party to groups who have been historically underrepresented in the delegate selection process and were not addressed in the Affirmative Action Rule (Rule 6). Previously, State Parties were asked to either provide an Inclusion Program explaining their outreach to these groups or provide a goal for each of these groups. For 2016, the rules further urge State Parties to provide goals for each of these groups. If a State Party is unable to provide goals for these groups, then it must provide a detailed plan outlining its outreach programs for these groups and explain why it was unable to provide specific goals.

Other changes to the Delegate Selection Rules include:

- Delegate Selection Plans must now clearly specify all statutory and Democratic Party filing and petition requirements for presidential candidates and for delegates.
- Plans must indicate that a delegate candidate may state a preference for only one presidential candidate at any time and at each level.
- Plans must set the presidential campaign's right of review deadline for PLEO delegate candidates after the selection of District Level delegates and the right of review deadline for At-Large delegate candidates after the selection of the PLEO delegates.

As always, the Office of Party Affairs and Delegate Selection stands ready to assist each State Party throughout the delegate selection process. Please feel free to contact Patrice Taylor, at 202-863-8046 or via e-mail at taylorp@dnc.org, or Alecia Dyer at 202-863-8055 or via e-mail at dyera@dnc.org.



2016 DEMOCRATIC NATIONAL CONVENTION DELEGATE SELECTION TIMETABLE

(subject to change)

– 2014 –	
August	Delegate Selection Rules and Call for the Convention adopted by the DNC (August 23, 2014)
November	Regulations for the Convention adopted by the Rules and Bylaws Committee (November 7, 2014)
December	Rules, Call, Regulations, Model Plan and Checklist sent to State and Territorial Parties (December 15, 2014)
– 2015 –	
January - April	State Parties draft and adopt Delegate Selection Plans (30-day public comment period on Plans required before adoption)
March	State Party Affirmative Action Committees appointed no later than March 2, 2015
May	State Delegate Selection Plans due to Rules and Bylaws Committee by May 4, 2015
June - September	Rules and Bylaws Committee meets to act on State Plans
Mid-September	States begin implementing Affirmative Action Plans by September 15, 2014; Rules and Bylaws Committee takes final action on State Plans by September 15, 2014
November - January	Presidential candidate filing begins in a number of states
	Delegate candidate recruitment and slating by presidential campaigns begins for pre-primary and two-part primary states
– 2016 –	
February	Pre-window primaries and caucuses begin; Iowa caucuses, New Hampshire primary, Nevada caucuses and South Carolina primary
	Presidential candidate and delegate candidate filing continues
March	Window opens for all state primaries and caucuses: March 1, 2016
June	Window closes for all state primaries and caucuses: June 14, 2016
	All official Convention participants (delegates, alternates, standing committee members, pages, and delegation chair) selected by June 25, 2016
June, July &/or August	Convention standing committee meetings: Credentials, Platform, and Rules (dates TBD)
TBD	2016 Democratic National Convention (date TBD)